

**Army Regulation 5–10**

**Management**

# **Stationing**

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# ***SUMMARY of CHANGE***

AR 5-10  
Stationing

This revision--

- o Aligns the regulation with actual procedures used in preparing and processing stationing actions.
- o Rescinds outdated references.
- o Deletes the requirement for the annual projected moves report. (chap 1)
- o Changes the name of the realignment summary to stationing summary. (para 2-4c)
- o Requires continuous update of the pending unit actions list. (para 3-2)
- o Requires resolution of Base Operations Support funding issues between MACOMs prior to submission of AR 5-10 package. (para 3-4f)
- o Requires stationing packages to be submitted 12 months prior to the effective date. (para 3-7a)
- o Requires a stationing package when relocating to an overseas location. (para 3-10)
- o Changes the approval authorities of stationing actions to the lowest appropriate level. (fig 3-1)
- o Provides revised guidance to the reserve components to manage their stationing programs. (chap 4)
- o Adds a chapter to address Base Realignment and Closure actions. (chap 6)

Effective 1 April 2001

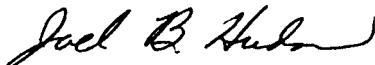
## Management

## Stationing

By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This printing publishes a revision. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation establishes policy, procedures and responsibilities for stationing actions.

**Applicability.** The procedures in this regulation apply to all components of the Army. Chapter 4 provides additional guidance to the Army National Guard of the United States (ARNGUS) and the U.S.

Army Reserve (USAR) on Reserve component stationing procedures required by Headquarters, Department of the Army (HQDA). Both the ARNGUS and USAR will establish stationing procedures based upon this regulation, and will forward their procedures to HQDA (DAMO–FMP) for approval prior to publication. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) has published civilian personnel procedures for stationing actions that will affect civilian employees. If the stationing action will result in civilian employee reduction in force separations or the transfer of civilian employees outside the commuting area, see your Civilian Personnel Advisory Center for guidance.

### **Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff for Plans and Operations (DCSOPS). The DCSOPS has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. The DCSOPS may delegate authority in writing to a division chief within the proponent agency

in the grade of colonel or the civilian equivalent.

### **Army management control process.**

This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army, DAMO–FMP, 400 Army Pentagon, Washington, DC, 20310–0400.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army, DAMO–FMP, 400 Army Pentagon, Washington, DC 20310–0400.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D and E for Active Army, Army National Guard of the United States, and U.S. Army Reserve.

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\*This regulation supersedes Army Regulation 5–10, dated 29 July 1996.

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**RESERVED**

# **Chapter 1**

## **Responsibilities and Policies**

### **Section I**

#### **General**

#### **1-1. Purpose**

This regulation assigns responsibilities and prescribes policies and procedures governing the Army stationing process. It is the goal of Headquarters, Department of the Army (HQDA) to execute stationing actions (activations, inactivations, realignments, and relocations) at the lowest cost consistent with mission accomplishment and with the use of existing available facilities at the gaining installation to the maximum extent possible. This process includes publishing an overarching Army stationing strategy, developing feasible stationing alternatives, ensuring that the documentation of alternatives addresses all known costs, informing interested parties of stationing actions, and obtaining stationing decisions and clearance from HQDA to announce and execute stationing actions.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

All responsibilities are listed in Section II of this chapter.

#### **1-5. Scope**

*a.* This regulation applies to stationing actions affecting the Active Army, its agencies, installations, activities, and units. The Chiefs of the Reserve components (RCs) will use the methodology in this regulation when approving stationing actions for their respective commands. Stationing actions consist of two components: a force structure component, which addresses manpower issues; and an installation component, which addresses facility management, to include military construction (MILCON) and facilities revitalization, housing and base support, base operations (BASOPS), family programs, environment, audio visual/base communications (AV/BC), and real property maintenance issues.

*b.* The purpose of stationing actions is to obtain complete coordination of, and approval for, stationing units in support of operational requirements, supported by efficient and effective installations. This regulation is not to be used to request approval of concept plans governed by Army Regulation (AR) 71-32 that may result in stationing actions. While concept plans are not required solely for stationing actions, when they are required by AR 71-32 in conjunction with a stationing action, the concept plan will be approved prior to staffing and approval of the stationing action. Approved concept plans provide the force structure that may be reflected in a stationing action. A timeline to assist in planning for stationing actions that require concept plan approval is at table 2-1.

*c.* While the primary focus of this regulation is on permanent stationing within the continental United States (CONUS), the stationing of units returning to CONUS from permanent overseas assignment as well as from CONUS to a permanent overseas assignment is also governed by this regulation. When directed by HQDA, moves between locations outside the continental United States (OCONUS) will also be governed by this regulation.

*d.* The procedures outlined in this regulation do not apply to the situations listed below. The planning methodology described in this regulation, however, should be followed whenever a stationing action is being considered, regardless of the source or purpose of the action. Those situations specifically exempted from stationing reporting procedures include:

(1) Stationing actions specifically mandated by law such as Base Realignment and Closure (BRAC) Acts (for example, Public Laws 100-526 and 101-510). These actions are classified as BRAC directed actions. This regulation, however, governs the status of units and organizations not specifically provided for in a recommendation to close or realign an installation under base closure law. These actions are referred to as BRAC discretionary actions since the future of the unit is within the Secretary of the Army's (SA's) discretionary authority to determine.

(2) Intra-theater overseas unit stationing actions.

(3) Units deploying from or returning to the CONUS in accordance with applicable emergency provisions in the execution of contingency plans or for other reasons of national security.

(4) Units that temporarily move to another location, receive equipment and new equipment training prior to returning to home station. The return to home station does not require action under this regulation.

(5) Nonappropriated fund civilian reduction policies (see AR 215-3).

(6) Reorganizations of the U.S. Army Corps of Engineers.

(7) Any other assignment or reduction action required by statute.

(8) Units that are temporarily relocated because of approved construction/renovation of current facilities.



(9) Actions required as a result of modernization.

e. Initial identification of stationing actions by the major Army commands (MACOMs) will be done in the yearly Command Plan process.

## **Section II**

### **Responsibilities**

#### **1–6. Department of the Army**

a. *Secretary of the Army.* The SA will—

(1) Approve, or forward for approval by the Secretary of Defense, stationing actions as indicated in table 3–1.

(2) Forward for approval by the Secretary of Defense announcements of installation realignments that the SA believes require the personal knowledge and involvement of the Secretary of Defense prior to release to members of Congress and the media/public.

b. *The Assistant Secretary of the Army for Installations and Environment (ASA(I&E)).* The ASA(I&E) will—

(1) Establish overall Army policy related to the installation component of stationing, and be responsible for matters pertaining to installation closures, realignments, and stationing.

(2) Approve all BRAC discretionary unit actions except for those approved by the SA or the Secretary of Defense, as provided for in table 3–1.

c. *The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)).* The ASA(M&RA) will—

(1) Establish overall Army policy for force structure and RC affairs.

(2) Establish overall Army policy for the reduction and realignment of civilian personnel involved in stationing actions.

(3) Validate civilian personnel data contained in stationing documents.

(4) Assist in notifying labor organizations having national consultation rights of substantive changes in employment as a result of stationing decisions.

(5) Ensure civilian personnel policies exist to implement stationing objectives.

d. *The Assistant Secretary of the Army for Financial Management and Comptroller (ASA(FM&C)).* The ASA(FM&C), in coordination with the Deputy Chief of Staff for Programs (DCSPRO), Director of Program Analysis and Evaluation (DPAE); appropriations sponsors; and HQDA staff will review cost and savings data, and assess budgetary impacts of stationing proposals.

(1) Funds to support permanent change of station (PCS) moves for Active Army service members will be programmed, budgeted and administered through the Military Personnel Division (SAFM–BUO–M) of the Office of the Deputy Assistant Secretary of the Army for Budget.

(2) When required, the U.S. Army Cost and Economic Analysis Center will provide independent analyses to validate proposed base support costs and savings.

e. *The Deputy Chief of Staff for Operations and Plans. The DCSOPS will—*

(1) Serve as the Army Staff (ARSTAF) proponent to direct and monitor Army stationing activities.

(2) Keep the Army leadership informed of the status of planned and ongoing stationing actions.

(3) Provide guidance to the ARSTAF and MACOMs for completing stationing documentation.

(4) Coordinate stationing actions with the appropriate Army Secretariat and Staff and forward to the appropriate approval authority.

(5) Ensure that stationing packages meet all requirements of this regulation.

(6) Ensure the Office of the Judge Advocate General, Environmental Law Division, provides concurrence on all stationing packages to ensure that appropriate National Environmental Policy Act (NEPA) and other environmental requirements have been met prior to submission to the approval authority.

(7) When appropriate, coordinate actions with the Chief, National Guard Bureau (CNGB), Chief, Army Reserve (CAR) and affected second party MACOMs.

(8) Approve stationing decision packages in accordance with table 3–1.

(9) Approve stationing notification packages for release to Congress and the media/public.

(10) Ensure that installation training infrastructure (ranges, training land, etc.) at the gaining installation satisfies the specific mission requirement of the unit.

(11) Ensure that funding and manpower information contained in stationing packages is correct and sufficient.

f. *The Assistant Chief of Staff for Installation Management (ACSIM).* The ACSIM will—

(1) Ensure that installation infrastructure at a specific location satisfies the specific identified mission requirements.

(2) Serve as the primary HQDA coordinator for development and integration of components of the Army Environmental Program as described in AR 200–1 and the NEPA, as implemented by AR 200–2, applicable to stationing.

- (3) Manage the BRAC program to include HQDA proponentcy for all construction, environmental, and real estate requirements in support of the program.
- (4) Inform the ASA(I&E) and Under Secretary of the Army of the status of all base closures and BRAC realignments.
- (5) Validate facility requirements, including renovation and construction cost estimates and proposed facility use, contained in stationing packages.
- (6) In coordination with affected MACOM and HQDA staff, terminate construction projects that are no longer required as a result of stationing actions.
- (7) Provide oversight and assistance in the preparation of NEPA analysis and supporting environmental procedures and requirements.
- (8) Validate all base support impacts at losing and gaining installations.
- (9) Ensure base support impacts are addressed in appropriate planning, programming, budgeting and execution system (PPBES) phases.
- g. The Deputy Chief of Staff for Logistics.* The Deputy Chief of Staff for Logistics (DCSLOG) will—
  - (1) Review all stationing packages to ensure all logistical issues are addressed.
  - (2) Ensure transportation costs required as the result of unit relocations, are addressed and bill-payers identified in the stationing package.
  - (3) Coordinate, as required, on stationing actions involving logistics support to installations under the command of the U.S. Army Materiel Command (AMC) and the U.S. Army Military Traffic Management Command (MTMC).
  - (4) Ensure coordination is complete to update Department of Defense Activity Address Code (DODAAC) files maintained by AMC (ATTN: USALOGSA) for all organizations affected by stationing actions and realignments.
- h. The Deputy Chief of Staff for Intelligence.* The Deputy Chief of Staff for Intelligence (DCSINT) will coordinate on stationing actions of units, activities, organizations, and installations under the command of the U.S. Army Intelligence and Security Command (INSCOM).
- i. The Deputy Chief of Staff for Personnel.* The Deputy Chief of Staff for Personnel (DCSPER) will—
  - (1) Ensure military personnel policies exist to implement stationing objectives.
  - (2) Validate military personnel data contained in stationing documents.
  - (3) Validate effective dates (E-date) from The Army Authorized Documents System (TAADS) for documentation in the Personnel Management Authorization Document (PMAD).
- j. The Deputy Chief of Staff for Programs.* The DCSPRO in conjunction with the ASA(FM&C), appropriations directors, and HQDA staff will—
  - (1) Review cost and savings data in stationing documents.
  - (2) Assess programmatic impacts of stationing actions.
- k. The Surgeon General.* The Surgeon General (TSG) will—
  - (1) Coordinate, as required, on stationing actions of units, activities, organizations, and installations under command of the U.S. Army Medical Command (MEDCOM) and its subordinate commands.
  - (2) Ensure the adequacy of installation medical support if proposed stationing actions are approved.
- l. The Chief, National Guard Bureau.* The CNGB will—
  - (1) With the consent of the Governor, and under the provisions of Title 32, United States Code (USC), Section 104 (32 USC 104), and by authority of the SA, approve unit status changes as prescribed by National Guard Regulation (NGR) 10-1.
  - (2) Act as staff proponent for stationing actions of Army National Guard (ARNG) units, activities, organizations, and installations.
  - (3) Forward to the Office of the Deputy Chief of Staff for Operations and Plans (ODCSOPS) (ATTN: DAMO-FMP) decision packages for brigade and division stationing actions for approval by the SA or the Secretary of Defense (SECDEF).
  - (4) Ensure all moves to or from Active Army installations are coordinated and documented in the appropriate stationing package and forwarded to HQDA (DAMO-FMP) for approval/clearance by the appropriate approval authority in table 3-1.
  - (5) Forward to the Office of the Chief of Legislative Liaison (OCLL) an Information for Members of Congress (IMC) for all unit relocations for approval by the SA.
- m. The Chief, Army Reserve.* The CAR will—
  - (1) Approve stationing actions of U.S. Army Reserve (USAR) units and forward to OCLL an IMC for approval by the SA.
  - (2) Ensure all moves to or from Active Army installations are coordinated and documented in the appropriate stationing package and forwarded to HQDA (DAMO-FMP) for approval/clearance by the appropriate approval authority in table 3-1.

(3) Review stationing packages for any Army Reserve training affiliations and the impact of the proposed stationing action upon those affiliations.

*n. The Chief of Military History.* The Chief of Military History will—

- (1) Ensure that the units with the best heritage are maintained on the active rolls of the Army.
- (2) Provide priority lists and other data to decisionmakers.
- (3) Ensure that unit historical property is transferred in an expeditious manner.

*o. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4).* The DISC4 will—

- (1) Validate information mission area (IMA) requirements, including cost estimates, contained in stationing documents.
- (2) Ensure that proposed IMA requirements are compatible and considered along with other planned or programmed IMA requirements.
- (3) Determine installation communications infrastructure impacts.

*p. The Chief of Legislative Liaison.* The Chief of Legislative Liaison (CLL) will—

- (1) Provide guidance and assistance in preparing congressional notification documents in accordance with AR 1–20.
- (2) Inform interested members of Congress and congressional committees of approved stationing actions.

*q. The Chief of Public Affairs.* The Chief of Public Affairs (CPA) will—

- (1) Before local release is made, coordinate with the appropriate MACOM public affairs officer to provide guidance and assistance in preparing and releasing public notification documents.
- (2) Coordinate with the appropriate MACOM the release of public notification documents after the IMC has been delivered to the appropriate congressional delegates.

*r. The Judge Advocate General.* The Judge Advocate General (TJAG) will provide legal advice to the ARSTAF on stationing actions, including administrative law and environmental law review of stationing packages.

*s. The General Counsel.* The General Counsel (GC) will provide legal advice to the Army Secretariat on stationing actions as required.

#### **1–7. Commanders of MACOMs and heads of separate activities**

*a.* Major Army command commanders and heads of separate activities are responsible for the MACOM/parent unit level approval and the forwarding to HQDA of all stationing actions of subordinate units and organizations. Additionally, they are responsible for coordinating stationing actions at installations for which they are responsible. Commanders must ensure that installations can adequately support the assigned force structure. To this end, it is imperative that the fiscal year (FY) cumulative effects of individual stationing actions are considered. This requires commanders to consider and be cognizant of all stationing actions on their installation.

*b.* MACOM commanders will—

- (1) Document proposed stationing actions in the Command Plan and Program Objective Memorandum (POM) to ensure support is available to implement actions.
- (2) Ensure MACOM Staff Judge Advocates review the package prior to submission to HQDA.
- (3) Ensure detailed and timely coordination with other MACOMs or activities affected by, or involved with, the proposed stationing action. Note either concurrence/nonconcurrence with other MACOMs. Include action in POM Schedule 8 to ensure 24 months lead-time to effect manpower and funding changes.
- (4) Ensure that all NEPA documentation is completed and provided with the stationing package as required by paragraph 5–5 of this regulation.
- (5) Ensure appropriate notification to unions when civilian reduction or commuting distance is affected by stationing actions.

*c.* Major Army commands will coordinate with or direct installations to:

- (1) Develop required stationing packages.
- (2) Ensure accuracy and consistency of data among the various documents.
- (3) Include all appropriate command or activity officials (for example: Commander, Director of Resource Management, Civilian Personnel Officer, DCSLOG, Public Works and Environment officials, Staff Judge Advocate, Public Affairs Officer, and Equal Employment Opportunity Officer) in the planning, development, and preparation of the required stationing package.
- (4) Prepare the appropriate detailed analyses and documentation (Cost and Savings Summary, fig 5–3) to support the stationing proposal, to include the effects on base support and host tenant agreements. Ensure all identified costs have been funded or proposed funding identified.
- (5) Ensure appropriate notification to unions. When stationing actions impact on employees represented by labor unions, these unions must be notified of any proposed actions impacting on the bargaining unit employees' conditions of employment. If the unions submit negotiable proposals, management must complete negotiations prior to implementing any stationing action involving the civilian employees. As representatives of the employees, the unions can provide

significant contributions in the planning of stationing actions. Consideration should be given to including the unions in developing stationing plans to the extent civilians are impacted.

(6) Implement approved stationing actions.

## **Chapter 2**

### **Planning Stationing Actions**

#### **2-1. General**

*a.* Army decisionmakers use a variety of inputs to make stationing decisions. Inputs include, but are not limited to, the Total Army Analysis (TAA) process; structure manning decision review (SMDR); NEPA analysis; Defense management reviews (DMRs); Army management reviews (AMRs); MACOM visions; the PPBES; statutes; inter-Service training review organization (ITRO); resource constraints; and changing work loads.

*b.* Considerable study and analysis of feasible stationing alternatives must be accomplished before any stationing concept is approved for inclusion in command plans and reflected in authorization, program, or budget documents. Therefore, a set of planning factors is provided (paragraph 2-4b of this regulation) to assist in the selection and coordination of these alternatives and to ensure complete and accurate analysis is accomplished prior to final decision.

*c.* The planning process outlined in paragraphs 2-2, 2-3, and 2-4 of this regulation is applicable at any level (from installation to HQDA) and is intended to serve as a guideline for all staff planners.

*d.* Final Department of the Army approval of recommended stationing actions is dependent upon a comprehensive analysis of stationing alternatives that properly balances operational, environmental and resource impacts.

#### **2-2. Long-range stationing plans**

*a.* Significant changes in social, economic, and political trends affect the National Military Strategy and can have serious implications on stationing. The long lead time required to modify the force structure, create facility support for the force, program funds and develop political support for a change in the base structure, necessitates an efficient use of available planning time. Stationing considerations must become part of the planning process at the earliest opportunity.

*b.* The Army strategic planning process (ASPP) provides the senior Army leadership's strategic vision and POM functional area long-range goals of 10 to 20 years into the future. Both force structure and facility support are integral components of this process. Stationing is the link between force structure and base structure and must be similarly addressed.

*c.* The Army Plan (TAP) provides Army leadership priorities and resource allocation guidance for the mid-range period. Facility support, especially new construction and training land acquisition, is resource intensive and requires early integration into both NEPA and the PPBES process as a coordinated function in support of force structure and strategic design. The training land necessary to support stationing decisions can be a significant facilities factor well beyond those considerations normally associated with facilities driven by installation population. Stationing actions must consider the capability of training land to support training densities by conducting land use requirement studies per AR 210-21. Again, this coordinated approach is provided by the functional area of stationing as the link between force structure and base structure. The stationing vision developed by the Army's Long Range Planning System (ALRPS) is normally developed into resource allocation guidance in TAP.

*d.* MACOM command plans must include stationing decisions that articulate actions being proposed or changed since the last TAP development.

*e.* RC planners will make every attempt to anticipate social, economic and political changes in their stationing decisions, since RC units are affected by conditions in the local community. RC planners will be permitted to exercise latitude in modifying stationing decisions as conditions in the local community dictate.

#### **2-3. Stationing timelines.**

Stationing actions require various timelines to implement. The longest timeline (5 years) involves planning for and executing major construction in conjunction with a stationing action. Table 2-1 provides the timeline for such an action. Stationing actions requiring no MILCON should be submitted at least 12 months prior to implementation.

#### **2-4. Process**

*a.* The stationing planning process uses the staff-study methodology to ensure that all feasible stationing alternatives are thoroughly identified, analyzed and evaluated by the decisionmaker. This process should result in stationing scenarios that not only make military sense by being acceptable from a tactical or strategic perspective, but satisfy environmental and resource concerns as well. Such alternatives are essential to proper environmental analyses required by AR 200-2 and NEPA.

*b.* Stationing affects many functional areas and therefore requires extensive coordination. This coordination is facilitated through the use of the stationing planning factors shown below:

- (1) Army stationing guidance.
- (2) Operational considerations.
- (3) Joint Service obligations.
- (4) Mobilization planning impacts.
- (5) Budget impact (operating accounts, procurement accounts, pay accounts).
- (6) Facilities impact.
- (7) Range availability.
- (8) Environmental impact.
- (9) Personnel implications (military and civilian).
- (10) Quality of life (QOL).
- (11) Timing.
- (12) Training (maneuver area, land acquisition impacts).
- (13) Statutory constraints and guidance.
- (14) Local community impact.
- (15) Area support responsibilities (AR 5–9).
- (16) Coordination.
- (17) Support to RC training.
- (18) Potential issues.
- (19) Military construction.
- (20) Housing.
- (21) Base support impacts in BASOPS, family programs, environment, audio/visual/base communications and real property maintenance.
- (22) Other actions planned at the affected installations.

*b.* Since each stationing action is unique, each individual action poses different issues. When analyzing a stationing option, the planner should initially consider each factor, but may disregard those factors that have little or no impact on his particular action. Once the applicable factors have been identified, they are discussed in the Stationing Summary (SS). Having identified a number of possible stationing alternatives, the planner uses the factors to filter out alternatives that are not feasible. The remaining alternatives are considered feasible stationing alternatives. Factors are then used to evaluate these alternatives to eventually determine the alternative to be recommended to the decisionmaker. As detailed later in this regulation, the selected factors, feasible stationing alternatives, evaluation process, and ultimate recommendation form the nucleus of the stationing package required for submission to HQDA.

*c.* Site surveys are an integral part of the planning process. The complex nature of stationing and today's constrained resources make a site survey a necessity to identify impacts of a specific alternative. MACOM installation planners or HQDA (OACSIM) can provide facility and environmental planning information to assist in narrowing the number of stationing alternatives prior to conducting site surveys. Requests for site surveys at non-Army installations will be forwarded through the parent MACOM to HQDA (DAMO–FMP) for approval. (No commitments may be made to local installation personnel. Commitments received by local installation personnel are not binding and require the affected Service department approval.)

*d.* The stationing process applies regardless of the level of approval; that is, the same level of analysis must occur when either HQDA or the MACOM is the approval authority.

## **2–5. Office of the Secretary of Defense, Joint and other Service interface**

*a.* The DCSOPS (DAMO–FMP) is the single ARSTAF point of contact for all Army stationing actions and actions involving units/organizations for which the Army is the Executive Agent.

*b.* Army forces are frequently based on other Service's installations and vice versa. When this is the situation, several issues must be considered:

(1) Department of Defense (DOD) Instruction (DODI) 4000.19 requires negotiation of an Inter-Service Support Agreement (ISA) to officially document the support responsibilities of the supplier and receiver. A Memorandum of Agreement or Understanding (MOA or MOU) may accompany the DD Form 1144 (Support Agreement). Due to Army peculiar support that may be required, this option may be more expensive than locating on an Army installation because of fair share costing. When another Service is to be based on an Army installation, a permit supporting the ISA will be issued in accordance with AR 405–80.

(2) The Service that owns the installation may be responsible for funding any realignment or relocation action which has been externally mandated for the installation. For instance, under current law, a mandated BRAC closure of an Army installation requires the Army to pay for the forced relocation of other Service activities, to include possible construction costs at other locations. This funding requirement should be considered when another Service requests approval to station forces on Army installations.

(3) Inquiries from another Service to conduct a site survey on an Army installation will be forwarded by the

MACOM to HQDA (DAMO–FMP) for decision. Stationing of other Service units on Army installations requires HQDA approval.

## 2–6. Stationing activities external to the routine stationing process

*a.* Army stationing decisions have political and economic implications that may impact local communities and the defense budget. As a result, stationing decisions may be made outside the normal Army stationing process. Such instances may include specific actions mandated by Congress or processes like the statutory BRAC process.

*b.* Regardless of the source of the decision, the stationing planning factors outlined in paragraph 2–4*b* of this regulation are used to develop an Army recommendation prior to a final decision. The same factors are used to develop plans for other stationing actions resulting from the externally mandated decision. For example, closures directed under the base closure process usually address only major functions of an installation. Other unit actions resulting from the closure (other than those directed under applicable law) are discretionary and require individual consideration. These BRAC discretionary actions require a decision package and the approval of the ASA(I&E) or higher. While reporting procedures, funding or staffing procedures may vary with these external actions, the fundamental nature of stationing remains complex and demands strict adherence to the planning policy outlined in this chapter.

## 2–7. Stationing Timelines

Stationing actions require various timelines to implement. The longest timeline (5 years) involves planning for and executing major construction in conjunction with a stationing action. The following table (table 2–1) is a best case scenario when all factors and issues are known well in advance.

**Table 2–1**

**Action Timelines**

Action timelines involving military construction, Army (MCA)	Action timelines involving no MCA
5 years Placement in command vision. Initiate NEPA analysis. Upon completion of NEPA, stationing package submission. Projected construction costs submitted.	12 months Stationing package submitted and approved. Movement directive published.
4 years Approved stationing action. Design for 35 percent of MCA construction required.	6 months PCS orders published.
3 years Design for 100 percent of MCA construction required. Construction contract award for MCA required.	3 months Advanced party moves. E–date. Move of main body.
2 years Construction in progress for required MCA. Concept plan submission.	+2 months Rear detachment moves.
1 year Construction in progress for required MCA.	

## Chapter 3

### Reporting and Staffing Stationing Actions

#### 3–1. General

The administrative requirements of this regulation are intended to ensure that operational, facility and environmental requirements, along with political sensitivities, are properly balanced. Additionally, the Army leadership must be prepared to keep the Office of the Secretary of Defense apprised of stationing actions and notify interested members of Congress before announcing a stationing action to the public. After the action is announced, the Army leadership must be prepared to respond to queries from Congress, the press, and the public. This chapter provides the staffing procedures to be used to gain approval of stationing decision packages and permission to announce actions reflected in stationing notification packages.

### **3-2. Pending unit actions**

*a.* HQDA (DAMO-FMP) will maintain a list which reflects all known pending stationing actions. Input and information received from all sources and verified with the MACOM will be included.

*b.* The pending unit actions list will be forwarded to the MACOMs, U.S. Total Army Personnel Command (PERSCOM), ARSTAF, Center of Military History, and other interested agencies via email at least monthly. Changes made to the list during the month will be highlighted in bold type for easy identification. Addressees should review the list when received, and identify changes immediately to HQDA (DAMO-FMP).

### **3-3. Approval authority**

Approval of a stationing package by the Army leadership initiates execution of stationing actions. The level at which the stationing decision is made (table 3-1) depends upon the nature of the specific action and the type of stationing package (decision versus notification) being addressed. The time required to secure a final decision is significantly influenced by the level at which the decision is made. This should be factored into the stationing milestones accordingly.

### **3-4. Stationing package requirements**

*a.* MACOMs or activities planning stationing actions will submit the required stationing package (table 3-2) to HQDA (ATTN: DAMO-FMP) for coordination with the appropriate Secretariat and ARSTAF offices. RC stationing packages requiring HQDA action are addressed in chapter 4 of this regulation.

(1) A stationing notification package is used to notify HQDA of stationing actions approved by the MACOM commander.

(2) A stationing decision package is used to obtain HQDA approval for a stationing action for which the approval authority is above MACOM level.

*b.* Announcement of stationing actions is accomplished at HQDA. Politically sensitive stationing actions may require congressional notification in the early planning stages. This determination will usually be made when briefings to the Army leadership to gain support for the action take place. Permission to announce stationing actions must be given by HQDA (DAMO-FMP). Official public notification of stationing actions may not take place until HQDA permission is given to announce the action. This permission is usually given after approval of an Information for Members of Congress by the SA.

*c.* Accurate documentation which details the MACOM decision process enables HQDA to make timely decisions and expedite execution. Table 3-3 establishes the documentation required for decision or notification packages. The description of these documents, along with general guidance for preparation, is in chapter 5 of this regulation. HQDA will determine, on a case by case basis, the documentation required for stationing actions initiated by departmental directive.

*d.* Prior to submitting a stationing package to HQDA, the MACOM must coordinate the action with both the affected installation(s) and any tenants (units from other MACOMs, Services, or governmental agencies) which may be involved. When a stationing action occurs on an installation owned by another MACOM, coordination to address facilities, funding, and other pertinent matters will be effected with the owning MACOM.

*e.* Funding for base support for units activating on, or relocating to, another MACOM's installation will be resolved prior to submission of the AR 5-10 package. This applies to notification as well as decision packages. Resolution will be in writing from the gaining installation's MACOM and will contain the approving official's name, rank/grade, office and duty position. The U.S. Army Cost and Economic Analysis Center (CEAC) provides independent analysis using several methods for determining base support costs associated with activation or relocation of units. One method is the CEAC force and organization cost estimating system (FORCES) model. Another would be to use service based costing (SBC) and standard service costing (SSC) methodologies developed for costing base support services. Still another is the standard levels of service (SLOS). Additionally, installations that have implemented activity based costing (ABC) could determine these costs with the ABC model. When there are conflicts, CEAC will determine the base support cost to be used in the AR 5-10 package.

*f.* Normally, notification packages contain summary information. The MACOM or activity initiating the action, however, is expected to conduct detailed analyses to support its decisions and implementation plans. The DCSOPS requires the information contained in the documents required by table 3-3 to make an informed decision to release the package to Congress and the media/public.

*g.* Stationing packages will be forwarded electronically to HQDA (DAMO-FMP). MACOM personnel should contact the appropriate HQDA (DAMO-FMP) action officer for the correct email address. Signed NEPA documentation required by paragraph 5-5 of this regulation can be faxed or forwarded by mail to HQDA, ODCSOPS (ATTN: DAMO-FMP), 400 Army Pentagon, Washington, DC, 20310-0400. If desired, a transmittal memorandum may be forwarded to address any areas of concern, particularly those of an environmental or political nature.

### **3-5. Stationing decision packages**

*a.* Stationing decision packages should arrive at HQDA (ATTN: DAMO-FMP) at least 12 months prior to the

effective date of the proposed stationing action. This allows sufficient time for issue resolution, a decision to be made and personnel actions to be initiated in a timely manner. Decision packages are initially analyzed for compliance with this regulation and are then staffed with appropriate Secretariat and ARSTAF elements, including National Guard Bureau (NGB) and Office of the Chief, Army Reserve (OCAR), if appropriate.

- b.* Once staffing is completed, the action is forwarded to the appropriate approval authority.
- c.* Upon package approval, the IMC document is forwarded to the SA for review and approval (unless the SA is the approval authority for the stationing package).
- d.* Once the SA approves the IMC, it is returned to DAMO-FMP who takes it to the OCLL for use in notifying Congress of the pending stationing action.
- e.* Upon release to Congress, the OCLL notifies the Office of the Chief, Public Affairs (OCPA) to allow for local release of the information to the media/public.
- f.* The request for movement directive (if applicable) is then removed from the approved package and published.

### **3-6. Stationing notification packages**

- a.* Stationing notification packages are approved by the MACOM Commander. These packages should also arrive at HQDA (DAMO-FMP) at least 12 months prior to the E-date. Even though the notification package is a MACOM commander approved action, the package is also reviewed by appropriate Secretariat and ARSTAF offices for information and coordination prior to the DCSOPS' approval to release the information to Congress and the media/public.
- b.* The DCSOPS approves the release to Congress and the media/public announcement of the action, not the action itself.
- c.* Once release of the notification package is approved, the IMC is forwarded to the SA for review and approval. Once the SA approves the IMC, it is returned to DAMO-FMP who takes it to the OCLL for use in notifying Congress of the pending stationing action.
- d.* Upon release to Congress, the OCLL notifies the OCPA to allow for local release of the information to the media/public.
- e.* The request for movement directive (if applicable) is then removed from the approved package and published.

### **3-7. Activation and inactivation of units**

As previously stated, activations and inactivations are stationing actions subject to the same package thresholds as other types of stationing actions. Activation and inactivation actions must have prior approval of the Director, Force Management, ODCSOPS. If a concept plan is required, it must be approved prior to staffing and approval of the AR 5-10 stationing package. These actions are staffed in accordance with procedures outlined in paragraphs 3-4, 3-5, and 3-6 of this regulation.

### **3-8. Units moving to the United States from permanent overseas assignment**

Units stationed OCONUS relocating to an installation in CONUS and the impacts of such actions, in terms of where a returning unit will be assigned, often generate great interest. The MACOM to which the returning unit will be assigned, in coordination with the losing command, will prepare and submit the appropriate stationing package for this type of action.

### **3-9. Movement of units from CONUS to OCONUS**

The gaining OCONUS MACOM, in coordination with the losing CONUS MACOM, will prepare the appropriate stationing package for unit moves from CONUS to OCONUS. All information required for a CONUS action is required for CONUS to OCONUS moves with the exception of a community impact analysis. NEPA documentation is not required except as needed in accordance with DOD Directive (DODD) 6050.7 and AR 200-2, chapter 8. The proponent of the action must ensure that all applicable environmental requirements have been satisfied, including any requirements of the host nation or Overseas Environmental Baseline Guidance Document.

### **3-10. Concurrent reduction and realignment actions**

It is possible that more than one reduction or realignment action affecting the same installation or activity during a fiscal year may be under consideration. This should be evident based upon information in the pending unit actions list forwarded to the MACOMs monthly. The MACOM commander must ensure that any adverse effects of all planned actions are included in the appropriate AR 5-10 package.

### **3-11. Appropriated fund civilian actions**

A stationing action which will result in the reduction in force (RIF) or transfer out of the commuting area of 50 or more U.S. direct-hire permanent civilian personnel will also require additional action by the ASA(M&RA). Contact your Civilian Personnel Advisory Center for guidance when this occurs.



### 3–12. Non-Army stationing actions

Because of potential impacts on U.S. direct-hire civilian employment and funding levels for base support, stationing actions involving another Service, Federal agency, or other non-Army organizations on an Army installation, must be reported via a decision package, to HQDA (DAMO–FMP). Other Services/agencies will not move onto an Army installation without HQDA and the other Service/agency headquarters approval. This includes actions under the Out Leasing Program.

**Table 3–1**  
**Approval Authority**

Action	Approval Authority
Stationing of a Division	OSD
Stationing of a Brigade	SA
Information for Members of Congress	SA
BRAC related discretionary actions	ASA(IE)
Decision packages stationing of the remainder of the force	DCSOPS
Notification packages stationing of the remainder of the force	MACOM
Release of MACOM approved notification packages to Congress/media	DCSOPS
Stationing of the USAR	CAR
Stationing of the ARNG	CNGB
Stationing of other Service units on Army installations	DCSOPS
Waiver for the stationing of individuals or units into or within the Military District of Washington (MDW) with a cost of \$500,000 or greater	OSD

**Table 3–2**  
**Notification and Decision Package Thresholds**

Notification package	Decision package
Active Army units with fewer than 200 military authorizations and fewer than 50 permanent direct hire civilian employees.	Active Army units with 200 or more military authorizations or 50 or more direct hire permanent civilian employees.  BRAC discretionary actions regardless of unit size. Actions affecting ARNG brigades and divisions.  Non-Army Organization—any stationing action involving a non-Army unit/organization.

**Table 3–3**  
**Documentation Requirements for Stationing Actions**

	Decision package	Notification package
Stationing summary	Yes	Yes
Information for Members of Congress	Yes	Yes
Public notification documents	Yes	Yes
Community impact analysis	Yes	No
Environmental documentation	Yes	Yes
Movement Directive request	Yes	Yes

## Chapter 4

### Reserve Component Stationing

#### 4–1. General

*a.* Stationing of RC forces is managed as part of the Army stationing process, thereby ensuring that RC stationing is fully integrated into all phases of the force structure development and resourcing process. To this end, it is necessary for the ARNG and Army Reserve to develop long-range state, regional, and national demographic, economic and stationing projections. The considerations used to develop feasible stationing alternatives are listed in paragraph 2–4*b* of this regulation.

*b.* Incorporation of the RC into this process does not limit the State Governor’s authority to manage the location of units of the ARNG within their respective boundaries as authorized by 32 USC 104(a). In time of war or national emergency, however, HQDA may be required to unilaterally implement RC stationing actions.

- c. RC stationing actions will be included in the annual Command Plan process.

#### **4-2. Army National Guard Stationing**

- a. The CNGB will issue the Troop Structure Program (TSP) to the Adjutants General of the states and territories with an information copy to the OCAR.
- b. The CNGB serves as the ARSTAF coordination agency for ARNG stationing actions in much the same capacity as DAMO-FMP with regard to the Active Army.
- c. Upon approval of a stationing package by the CNGB, an IMC will be forwarded to the OCLL who will forward it to the SA for approval. The CNGB is responsible for the public/media notification actions after the IMC has gone to Congress.

#### **4-3. U.S. Army Reserve stationing**

- a. HQDA DCSOPS (DAMO-FMP) provides Command Plan guidance in the form of a message that outlines activation, conversions, inactivation, or other stationing actions for the POM years. The CAR further provides recommendations to FORSCOM and coordinates guidance with MACOMs commanding USAR units. Detailed stationing actions derived from this guidance will be included in USAR Command Plans.
- b. The CAR serves as the ARSTAF coordination agency for USAR stationing actions in much the same capacity as DAMO-FMP with regard to the Active Army.
- c. Upon approval of the stationing package by the CAR, an IMC will be forwarded to the OCLL who will forward it to the SA for approval. The CAR is responsible for the public/media notification actions after the IMC has gone to Congress.

#### **4-4. Coordination**

- a. MACOMs, State Adjutants General, and USAR commands with a geographical responsibility will coordinate stationing plans as they are formulated and implemented, and ensure that the number of RC units in a local community does not exceed the community's ability to support them at authorized strength. Maximum shared use of facilities will be ensured.
- b. In cases where complete coordination cannot be effected because no single component has unilateral approval authority, the initiator will complete and forward the stationing package, together with the issue and reasons for non-resolution, to the next higher headquarters. Every attempt should be made to resolve issues at the lowest possible level.

### **Chapter 5 Stationing Documentation**

#### **5-1. Preparation guidelines**

- a. Use the latest approved modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA), with projected E-date, as the source document or baseline for authorized manpower in the submitted AR 5-10 package. However, in the projected unit actions list, current approved authorizations will be used. This allows personnel managers to program PCS moves and other stationing actions as the unit stationing action approaches the E-date.
- b. Derive budget and program projections from the latest command operating budget, and program budget guidance and the POM. As plans are formulated, reflect estimates of anticipated one-time and recurring costs and savings in budget and program submissions.
- c. When MCA projects are involved, this requires the AR 5-10 package to be submitted up to five years prior to execution. Initial facts and statistics used to prepare the required documentation must be refined and updated throughout the stationing timeline, recognizing that initial inputs may be incomplete and/or only estimated resource requirements. Accurate reporting of requirements will enable responsive, cost efficient resource allocation.
- d. Wherever possible, use standard Army databases and management information systems, such as:
  - (1) Army Stationing and Installation Plan (ASIP) for authorized installation population (civilian and military) and future year authorizations for the affected units/installations.
  - (2) Integrated Facilities System (IFS) for current real property facility data on Army installations.
  - (3) Facility Planning System (FPS) to identify facility allowances, personnel and equipment lists for MTOE and TDA units identified in the ASIP.
  - (4) Real Property Planning and Analysis System to analyze facility assets against allowances or requirements, evaluate impacts of proposed stationing actions, validate construction programs, analyze facility maintenance, and calculates buyout and replacement for Objective TOE and TDA units.
  - (5) Installation Status Report (ISR) to identify the condition of facilities at installations within a Facility Category Group (FCG) (for example, barracks, administrative, or maintenance).

(6) Support Facility Annex (SFA) for directed or major weapon specific facility considerations (for example, logistics, maintenance, training and special physical security or safety needs).

*e.* Do not report, or claim as savings in a subsequent reduction or realignment action, the manpower or cost savings resulting from a previously reported action. Stationing actions should be considered closehold and not made public until authorized by HQDA. This restriction does not prohibit discussions about the proposed action and its impacts with members of Congress, state and local government officials, and labor unions with national consultation rights. Coordinate with HQDA (DAMO-FMP) before initiating such discussions.

*f.* Once the action has been cleared for release and Congress has been notified, the reporting documents may be released to other Federal agencies, labor unions, and the public.

## 5-2. Stationing Summary

*a. General.* The SS provides essential information about the stationing action for review by HQDA in the notification and decision processes. The stationing summary describes the unit and its mission, the nature of and rationale for the action, alternatives considered, strategic and operational implications, manpower and personnel impacts, costs savings, facilities requirements, QOL requirements, environmental considerations, statement of base support funding coordination, milestones for implementation, and identifies potential problem areas.

*b. Content.* The SS should be tailored to describe the proposed stationing action and will include at a minimum the following:

(1) *Unit identification and mission.* Describe the unit's identification and its mission. The unit should be identified by its designation, unit identification code (UIC) and for MTOE units, Standard Requirements Code (SRC).

(2) *Nature of action.* Explain exactly what is to be accomplished or what is to take place. Describe the unit(s) and activities affected by action.

(3) *Rationale.* State the rationale for the proposed action. This should present a convincing argument for why the action should be taken. It may include a description of what problems will be solved or what management improvements will be achieved. Stating that HQDA cut force structure is not a rationale. In most cases, MACOMs have choices as to units to inactivate, relocate, or other stationing action as a result of HQDA decisions. If there are no choices (for example, only one unit of this kind in the force), this should be stated.

(4) *Alternatives to the proposed action.* Describe what alternatives were studied and why the proposed action is the preferred action. This includes what screening and evaluation criteria were used to determine the recommended action. If an activity or unit is being relocated, alternative locations must be considered and addressed. Specific justification supporting the alternative selected must be clearly articulated. At a minimum, a no action alternative of continuing the status quo will be included.

(5) *Strategic and operational implications.* If the action impacts current strategy, contingency plans or other operational considerations, describe the impacts succinctly. Do not include classified information.

(6) *Estimated civilian and military personnel impacts.* Describe the overall change in military and civilian personnel authorizations (fig 5-1) for the affected installations. Provide a summary of civilian employee impacts (fig 5-2) if appropriate. Include separations, eliminations, and retirements. Identify the number of military and civilian authorizations that are moving. Information concerning civilian personnel does not eliminate the reduction in force submission requirements established by ASA(M&RA).

(7) *Programs to provide assistance to affected personnel.* Provide assurances that both military and civilian personnel have been informed about assistance programs, benefits, and entitlements available to them as a result of the proposed action.

(8) *Anticipated cost and savings.* Describe the one-time and steady state new annual recurring savings and costs. Include, as a required attachment (fig 5-3), a summary display of both one-time and recurring costs and savings.

(9) *Facilities requirements.* Describe what facilities will have to be constructed, converted, renovated, or leased in order to implement the action. Provide facility costs and cost avoidance for both losing and gaining installations. Identify specific projects, by fiscal year, which must be constructed to implement the action or which will be canceled as a result of the action. Additionally, the U.S. Army Signal Command, through HQ FORSCOM, will assist in identifying IMA requirements and developing cost estimates that will be included in facility costs. If the action includes a number of projects, summarize project information. Include a facility requirements summary fig 5-4).

(10) *Training land requirements.* Describe what new or diverted land requirements (for example, configuration, capacity, and characteristics) will be needed to support unit training if the proposed action is approved. Identify whether changes to training land use will increase or decrease utilization intensity and any potential costs associated with sustaining the land (for example, rehabilitation or rejuvenation). Identify all MILCON projects that would be canceled in order to mitigate any existing training land availability shortfalls by fiscal year. Describe the current status of the installation land use requirements study (LURS) according to AR 210-21 and AR 405-10 to support the proposed action.

(11) *Environmental impacts.* State which type of environmental analysis was performed. One of three types of

environmental analysis must be used: a Categorical Exclusion, an Environmental Assessment (EA), or an Environmental Impact Statement (EIS). The stationing package must briefly describe the action's environmental impacts. Environmental documentation, signed by the installation environmental representative, will be included as an enclosure to the SS in both decision and notification packages.

(12) *QOL requirements.* Have extraordinary QOL requirements at the gaining installation been considered (for example, disposing of large numbers of newly arrived families, which may include exceptional family members and/or pets, and disseminating the many household goods shipments)? Identify required initiatives to be taken to ensure adequate QOL is maintained for all personnel.

(13) *Coordination of funding.* When activating on or moving a unit to another MACOM's installation, provide the name, grade, title, office, and commercial and Defense Switched Network (DSN) telephone number of the appropriate person at the gaining installation's MACOM concurring with the base support funding for the new unit.

(14) *Impact on RC training and support.* What is the impact on training areas, ranges, readiness, annual training facilities, and unit training affiliations?

(15) *Potential problems.* Identify any potential problems, such as local opposition or socioeconomic concerns, which may be encountered if the action is implemented. Describe the impact upon the installation if the proposed stationing action is approved. For example, if a U.S. Army Forces Command (FORSCOM) medical battalion is inactivating, what is the impact to the local MEDCOM activity that may rely on the battalion's medical personnel to augment its staff.

(16) *Community impact analysis.* A community impact analysis (CIA) (fig 5-5) will be included in all decision stationing packages forwarded to HQDA for approval if the unit's total authorized strength is 200 or more. The CIA is a summary of the impacts of the stationing action on the population and economy of the surrounding communities. It addresses the impacts of changes in population, personal income, tax base, and employment. It may include an examination of the effects on local businesses, schools, housing and other public services and economic factors. Information in the CIA is derived from and backed up by a detailed analysis generated by an economic forecasting model such as the CIA Model or the Economic Impact Forecast System (EIFS) developed by the U.S. Army Construction Engineering Research Laboratory (CERL). It is very accurate in forecasting information for units with at least 200 personnel. Information on the CIA Model can be obtained by contacting CERL in Champaign, IL. The CIA is not required for notification packages.

(17) *Milestones.* Show projected milestones for the initiation and completion of the stationing action.

c. *Format.* See figures 5-1 through 5-9 for sample SS enclosures.

### **5-3. Information for Members of Congress**

a. *General.* The IMC will be an enclosure to the SS and should stand alone and be self-explanatory. It may take on several different looks, depending on the circumstances and will be:

(1) A full description (normally one page) of the approved stationing action.

(2) Information about a stationing study that is being initiated. These will be the exception rather than the rule and used only in highly politically sensitive cases and after approval to use this course of action by the Army leadership.

b. *Distribution.* The OCLL determines which members of Congress should receive the IMC and provides it to them before the action is announced to the public.

c. *Format.* Figure 5-6 shows a sample IMC.

### **5-4. Information for correspondents**

a. *General.* Public notification documents of the impacts of stationing actions will be an enclosure to the SS and are provided for the leadership to inform the citizens who work on or live near an affected installation. These documents are prepared by or in coordination with the Public Affairs Officer and consist of a draft news release and questions and answers. The Information for Correspondents is released after the IMC has been released to Congress.

b. *Contents of the Information for Correspondents.*

(1) The Information for Correspondents should mirror the IMC with the exception of the point of contact information. This avoids confusion and ensures all are delivering the same message.

(2) Questions and answers (Q&As) provide additional explanatory information, or specific details, not contained in the Information for Correspondents, of the impacts of the action on the local community or the work force. Q&As normally are not released to the media but are used to respond to questions or inquiries from the public, local governments, and members of Congress. Where an EA or EIS has been prepared, the Q&As should discuss that document, and summarize the expected environmental impacts associated with the stationing action.

c. *Format.*

(1) See figure 5-7 for a sample Information for Correspondents.

(2) See figure 5-8 for a sample Q&As.

### **5-5. Environmental documentation**

a. Stationing actions must be evaluated for compliance with the NEPA and its implementing Army regulation (AR 200-2). AR 200-2 provides policy and guidance on the environmental analysis process, and assists in determining

which type of environmental analysis and documentation is required. The regulation also provides document preparation and processing guidance. Beginning the NEPA process early in the planning phase ensures that all impacts and reasonable alternatives are considered and support the decision-making process. The analysis will include the cumulative impacts of the stationing action and other reasonably foreseeable Federal and non-Federal actions that may impact the installation or surrounding communities.

*b.* The environmental impacts of stationing actions will be analyzed and documented in one of three ways: A Categorical Exclusion, as documented by the use of a record of environmental consideration (REC); an EA that resulted in a finding of no significant impact (FNSI), or an EIS that resulted in a record of decision (ROD). The stationing package must include the signed REC, FNSI or ROD, as appropriate. The actual underlying environmental analysis does not have to be forwarded as part of the stationing package.

## **5-6. Request for movement directive**

*a. General.* Requests for movement directives will accompany either the relocation decision or notification package to facilitate HQDA staffing (Figure 5-9).

*b. Content.*

(1) Movement directives will be classified according to AR 380-5 if applicable. Every effort will be made to keep the movement directive unclassified.

(2) The requests for movement directive will include the following information:

(a) Exact designation and UIC of unit to be moved.

(b) TAADS document with effective date and command and control number (CCNUM) under which unit is organized.

(c) Recommended date of move.

(d) Installations which the unit will move to and from.

(e) That the move is a PCS.

(f) Present assignment and proposed assignment (or attachment) upon change of station.

(g) Strength by officer, warrant officer, and enlisted identified as follows: authorized strength from the current approved TAADS document, current assigned strength, projected strength at E-date of movement, and recommended minimum acceptable movement strength.

(h) Recommended equipment to accompany unit, if other than MTOE.

(i) Transportation. When the move requirement can be met only by a particular mode of transportation, so state.

(j) Status of coordination between commands or agencies affected by the move. Include statements indicating whether troop billets are available at new installations, post administrative facilities can support new personnel density and on and/or off-post family housing is available.

(k) Purpose of the move.

(l) Include a statement of which headquarters will provide funds for movement costs or statement that funds for movement costs are not available and HQDA funds are requested.

(m) Supporting data for waivers of personnel PCS restrictions.

(n) Justification for the move.

*c. Format.* See figure 5-9 for a sample Request for Movement Directive (in message format).

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**Manpower Migration Diagram  
Inactivation of 2d Armored Division (2AD)  
Fort Hood, Texas**

	<b>FORT HOOD</b>	
	<b>MIL</b>	<b>CIV</b>
Before	38,565	3,885
Transfer out/elimination	-12,152	- 304
After	<u>26,413</u>	<u>3,581</u>

**SUMMARY OF CHANGES** (Includes installation changes  
caused by this action)

	<b>MIL</b>	<b>CIV</b>
Elimination of 2AD	-12,083	0
Reductions USAG	- 69	- 304
<b>Total</b>	<u>-12,152</u>	<u>- 304</u>

**Figure 5-1. Manpower Migration Diagram**

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**Civilian Employee Impacts  
Inactivation of 2AD  
Fort Hood, Texas**

<b>Category</b>	<b>Number</b>
On board	608
Resign/retire	107
Placed elsewhere	53
Transfer out	18
Separate/declined waiver	122
RIF separate	4
Terminate temporaries	0
<b>Ending total</b>	<b>304</b>

**Figure 5-2. Civilian Employee Impacts**

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**Cost and Savings Summary**  
(\$ Thousands)

<b>One-Time Costs</b>	<b>(\$ K)</b>	<b>Source of Funds</b>
Military Personnel Appn Costs		
Military PCS	\$ 4,123.00	
Operations and Maintenance Appn Costs		
Civilian Personnel Costs		
Civilian PCS	\$ 500.00	
Civilian Termination Costs	\$ 50.00	
Equipment Transportation	\$ 250.00	
Facility Modification	\$ 100.00	
Equipment Purchases (<\$100K Threshold>)	\$ 75.00	
Procurement Appns Costs	\$ 750.00	
Military Construction Appn Costs		
Facility Modification	-	
New Facilities	-	
New Family Housing	-	
<b>Total One-Time Costs</b>	<b>\$ 5,848.00</b>	
<b>Annual Recurring Costs/Savings</b>	<b>(\$ K)</b>	<b>Source of Funds</b>
<b>Current Location</b>		
Mission (-)	\$ 222.00	
Civilian Pay	\$ 85.00	
Base Support (less civilian pay)	\$ 57.90	
BASOPS		
Family Programs		
Environmental		
Audio Visual		
Base Communications		
Real Property Maintenance		
<b>New Location</b>		
Mission (-)	\$ 224.40	
Civilian Pay	\$ 85.0	
Base Support (less civilian pay)	\$ 100.00	
BASOPS		
Family Programs		
Environment		
Audio Visual		
Base Communications		
Real Property Maintenance		
<b>Cost/Savings (Current – New)*</b>		
Mission (-)	\$ -	
Civilian Pay	\$ -	
Base Support (less civilian pay)		
BASOPS		
Family Programs		
Environment		
Audio Visual		
Base Communications		
Real Property Maintenance		

**Figure 5-3. Cost and Savings Summary**



1. Unit Identification:

Authorized Strength—FYXX*					
UIC	Unit Description	Off	WO	Enl	Civ
W4G809	Night Vision Lab	4	16	100	80

Data sources: ASIP

2. Facility Requirements:

Year	FCG*	FCG Description	UM	Perm UM	Total Assets (000)	Assets Allow (000)	Reqmt (000)
1999	14183	Bn HQ Bldg	SF	82	70	120	120

Data source: HQRPLANS-Report, Requirement Analysis

Notes: \*FCGs selected should represent key facility types required by the units.

\*\*Requirements reflect adjusted allowances based on unit specific needs.

3. Stationing Profile at Ft XXXX:

FSG	FCG Desc	Before Station	Planned	Before Station	Before Station	Station	Station	Before Station	Temp	New	Revit	Tot
		Total Assets (000)	Const Proj (000)	Station Allow (000)	Total Assets Allow (000)	Station Allow (000)	New Const (000)	Total Assets Used (000)	Assets Revit (000)	Const (000)		
14183	Bn Hq Bldg	348	0	748	-436	0	0	0	0	0	0	0

Data source: HQRPLANS—Analysis, Create Stationing, Stationing Profile—Total—FCG

**Figure 5-4. Format for Facility Requirements Summary**

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Community Impact Analysis  
Inactivation of 2d Armored Division  
Fort Hood, Texas

1. General.

a. Description of Proposed Action. Inactivate the 2d Armored Division (2AD) at Fort Hood, Texas. Other units and activities located at Fort Hood will remain and are not affected by this action.

b. Location. Fort Hood's region of influence includes Bell, Coryell, and Lampasas counties. The post is located midway between Waco and Austin, and it encompasses nearly 217,000 acres. It is bounded on the north by Gatesville and State Highway 35, and on the south by U.S. Highway 190 and Killeen.

c. Summary of Impacts.

(1) The inactivation of 2AD will affect about one-third of the military population at Fort Hood, with an induced impact on local civilian communities. Overall, the action will have significant impacts on the region, particularly to the housing market. Personal income and employment will also be significantly affected.

(2) Since the military population is dispersed throughout the region, the impact on any one community will be reduced. Fort Hood will remain open and operational. It will continue to play an integral part in the socioeconomic structure of the neighboring area.

2. Methodology.

a. The Economic impact forecast system (EIFS) (version 4.0) developed by the U.S. Army Construction Engineering Research Laboratory, was used to determine the significance of the economic impacts of the inactivation.

b. This model compares each calculated economic indicator to the community's ability to absorb change without a significant impact. If an indicator exceeds the community's ability to absorb the change, it is determined to be significant.

3. Sources of Income. The primary sources of income for the area surrounding Fort Hood, in order of decreasing importance, are: military employment (33%); other Federal, State, and local government employment (19%); professional and related services (17%); wholesale and retail trade (15%); construction and manufacturing (13%); and agriculture and mining (3%).

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Figure 5-5. Sample Community Impact Analysis

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4. Population Impact. The major communities located in the Fort Hood region of influence, in descending population order, are: Killeen, Temple, Copperas Cove, Harker Heights, Belton, Gatesville, Lampasas, Kempner, and Nolanville. The total population of this area is 235,000, which includes Fort Hood and rural areas. The expected reduction of about 30,800 people, which includes soldiers, family members, and the secondary or induced reductions to the local community, will have a significant impact on the total population.

5. Economic Impacts.

a. Employment.

(1) Total employment in the region of influence is 118,900, which includes both military and non-military jobs. Fort Hood is the largest civilian employer in the local area. Other employers, in descending order by number of employees, include: private hospitals, local and state governments, local school districts, other non-military Federal employment, local businesses and universities.

(2) Current unemployment in the local area has averaged around 10 percent in the last three years for communities where 2 percent or more of Fort Hood's civilian employees and/or military reside. These communities are: Killeen, Copperas Cove and Harker Heights. This action is expected to result in a decrease of about 14,740 in total employment in these communities. Most of the decrease in employment is military personnel who are expected to leave the area. The net effect of the inactivation is expected to increase the area unemployment rate by about 2 percent.

(3) Reduced employment in the local communities may be offset somewhat by recent initiatives to attract new business and industry. For example, Killeen is soliciting for the construction of a new state prison facility, and Copperas Cove has recently dedicated property for a new industrial park.

(4) Local communities may seek assistance from the DOD Office of Economic Adjustment, which was established to help communities fulfill their local recovery and adjustment objectives.

b. Business Volume. The current business volume in the Fort Hood area is estimated at \$2.4 billion. The inactivation will result in a reduction to Fort Hood's military payroll, civilian payroll, and locally procured goods and services. The total direct and indirect reduction in business volume is estimated to be \$181 million, which is not considered to be significant.

(1) The greatest impact to the Fort Hood area will be to the housing market, which is already saturated because of current economic conditions in Texas. The action will result in a reduced demand for both owner-occupied and rental housing. Other military personnel now living in local communities may move on

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Figure 5-5. Sample Community Impact Analysis—Continued

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post into housing vacated by the personnel impacted by the inactivation. There are approximately 43,000 occupied dwelling units in the area surrounding Fort Hood. Of these, about 1,000 houses will become available for sale, lease, or rent. An estimated 4,000 rental units will become vacant. An anticipated side effect of this action is an increase in the already high number of VA foreclosures.

(2) Housing officials at Fort Hood are evaluating the impact of the action on the fair market value of houses in the areas to determine whether soldiers and civilian employees are eligible for homeowner's assistance. It could take three to five years for the area's housing market to recover.

d. Local Schools. There are seven independent school districts within the region of influence. The action will have a significant effect in student population in two of these districts: Killeen and Copperas Cove. Total student population in these two districts is 29,000, and it will decrease by about 19.4 percent to 23,370. Federal Impact Aid to the school districts is also expected to decrease, once the military student population drops below the 1987 levels where the aid had been "capped". The total impact is estimated at less than one percent of the total budget for these two school districts.

e. Personal Income. Average personal income in the Fort Hood area has historically been around 15 percent below the Texas average. The action will decrease personal income in the area by about 9.7 percent of the current level, or 15.5 percent below Texas average.

f. Tax Base. The action would impact on sales and property tax revenues only since Texas does not have a state income tax. The effects of losing approximately 2,250 property owners in the local area would increase the burden on the remaining property tax base by 5 percent. The sales tax base is expected to decrease by 3.3 percent.

6. Community Relations Impacts. The inactivation of 2AD will not impact significantly the current relationship between Fort Hood and the surrounding communities. Activities that will be affected include the "Adopt A Community" program, the loss of the 2AD Band, which frequently supports community affairs, and the equipment displays provided by the 2AD to community functions. Participation by 2AD in a variety of community activities will cease, as will installation tours by the division.

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Figure 5-5. Sample Community Impact Analysis—Continued

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DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D.C. 20310-0101

INFORMATION FOR MEMBERS OF CONGRESS

SUBJECT: Inactivation of the 134th Ordnance Detachment

The Army announced today that the U.S. Army Pacific will inactivate the 134th Ordnance Detachment at Schofield Barracks, Hawaii, on 15 June 1998.

The 134th Ordnance Detachment consists of 20 military personnel and provides support for TOW, Dragon, and Avenger missile systems. The mission of the 134th Ordnance Detachment is being transferred to the 725th Main Support Battalion of the 25th Infantry Division (Light) also located at Schofield Barracks. This action to inactivate the 134th Ordnance Detachment and realign its mission with the 725th Main Support Battalion will improve the overall readiness of the units assigned to the U.S. Army, Pacific.

The majority of the 20 soldiers assigned to the 134th Ordnance Detachment will be reassigned to the 725th Main Support Battalion. Both units are located on Schofield Barracks, which will result in no movement of personnel or equipment between installations. The twenty soldiers and their families will continue to use the same military and community facilities.

This inactivation/realignment is in keeping with the Department of the Army's intention of conducting its missions more efficiently and economically. By realigning the support missions for these land missile systems, maintenance time to service and repair these systems will be greatly reduced.

Point of contact for this notification is LTC Ted Anderson, 703-697-9134, Office of the Chief of Legislative Liaison, Office of the Secretary of the Army.

FURNISHED BY:  
OFFICE, CHIEF OF LEGISLATIVE LIAISON

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Figure 5-6. Sample Information for Members of Congress

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DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D.C. 20310-0101

INFORMATION FOR CORRESPONDENTS

SUBJECT: Inactivation of the 134th Ordnance Detachment

The Army announced today that the U.S. Army Pacific will inactivate the 134th Ordnance Detachment at Schofield Barracks, Hawaii, on 15 June 1998.

The 134th Ordnance Detachment consists of 20 military personnel and provides support for TOW, Dragon, and Avenger missile systems. The mission of the 134th Ordnance Detachment is being transferred to the 725th Main Support Battalion of the 25th Infantry Division (Light) also located at Schofield Barracks. This action to inactivate the 134th Ordnance Detachment and realign its mission with the 725th Main Support Battalion will improve the overall readiness of the units assigned to the U.S. Army, Pacific.

The majority of the 20 soldiers assigned to the 134th Ordnance Detachment will be reassigned to the 725th Main Support Battalion. Both units are located on Schofield Barracks, which will result in no movement of personnel or equipment between installations. The twenty soldiers and their families will continue to use the same military and community facilities.

This inactivation/realignment is in keeping with the Department of the Army's intention of conducting its missions more efficiently and economically. By realigning the support missions for these land missile systems, maintenance time to service and repair these systems will be greatly reduced.

FURNISHED BY:  
CHIEF, PUBLIC AFFAIRS

Figure 5-7. Sample Information for Correspondents

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## QUESTIONS AND ANSWERS

Q1. How many soldiers and their family members will be affected by the inactivation of the 134th Ordnance Detachment?

A1. Twenty active duty soldiers and their families will be affected. However, most of those soldiers will be reassigned to the 725th Maintenance Support Battalion, which is co-located on Schofield Barracks. Therefore, the daily routine of those soldiers and their families will not be interrupted. They will continue to live in the same quarters, shop at the same commissary and PX, go to the same schools, attend the same churches, etc.

Q2. Are any Department of the Army (DA) civilian employees affected by the inactivation?

A2. No. The inactivation does not involve any DA civilian employees.

Q3. How much money will be saved as a result of this inactivation?

A3. There will only be a slight savings from the inactivation which comes solely from eliminating the overhead of a separate 20-soldier detachment. The money needed to support the soldiers and equipment will just be transferred to the 725th Maintenance Support Battalion.

**Figure 5-8. Sample Questions and Answers**

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UUUU  
 OCT 97  
 FM CDRUSARSO FT CLAYTON PN //SORM-MR//  
 TO DA WASHINGTON DC//DAMO-FMP//  
 DA WASHINGTON DC//DAMO-SSW//  
 DA WASHINGTON DC//DAMO-ODO//  
 CDRUSAFORSCOM FT MCPHERSON GA//AFOP-PLF//  
 INFO DA WASHINGTON DC//DAPE-MBB-M//  
 /CUSARSO LNO DA WASHINGTON DC  
 BT  
 UNCLAS  
 MSGID  
 SUBJ/REQUEST FOR MOVEMENT DIRECTIVE, 252D TACTICAL SIGNAL COMPANY,  
 COROZAL, PANAMA//  
 POC/NUNEZ/-/PRIPHN: DSN XXX-XXXX/USARSO//  
 RMKS/1. REQUEST PERMANENT CHANGE OF STATION (PCS) AUTHORITY TO RELOCATE  
 SUBJECT UNIT FROM COROZAL, PANAMA TO FORT GORDON, GEORGIA.  
 2. THE FOLLOWING MOVEMENT DATA IS SUBMITTED  
 A. UNIT: 252D TACTICAL SIGNAL CO.  
 B. UIC: WCEGAA  
 C. MTOE: 11500LFC02  
 D. SRC: 11500LC00  
 E. RECOMMEND EDATE: 16 SEP 99.  
 F. MOVE WILL BE PCS.  
 G. UNIT PRESENTLY ASSIGNED TO 56TH SIGNAL BN, COROZAL, PANAMA AND WILL  
 BE REASSIGNED TO 93D SIGNAL BDE, FORT GORDON, GA. UNIT WILL BE OPCON TO  
 56TH SIGNAL BN, FORT BUCHANAN, PUERTO RICO AND COCOM TO USSOUTHCOM.  
 H. STRENGTH INFORMATION:  

	OFF	WO	ENL	AGGR
AUTHORIZED	3	0	97	100
PROJECTED	3	0	97	100
MINIMUM	3	0	90	93

 I. INFORMATION REGARDING PROPERTY BOOK EQUIPMENT AND COMMON TABLE  
 OF ALLOWANCE EQUIPMENT TO ACCOMPANY UNITS WILL BE PROVIDED BY USARSO  
 AT A LATER DATE.  
 J. MODE OF TRANSPORTATION: TO BE DETERMINED BY INSTALLATION  
 TRANSPORTATION OFFICE.  
 K. OMA FUNDING FOR MOVEMENT OF UNIT EQUIPMENT AND PCS OF CIVILIAN  
 PERSONNEL WILL BE PROVIDED BY USARSO. MPA FUNDING FOR PCS OF MILITARY  
 PERSONNEL WILL BE PROVIDED BY HQDA.  
 L. SPECIAL INSTRUCTIONS:  
 (1) ADVANCE PARTY BEGINS MOVE ON OR ABOUT JAN 99.  
 (2) LOCAL RELEASE OF PUBLIC INFO PERTAINING TO MOVE IS AUTHORIZED.  
 (3) REQUEST PERSONNEL BE STABILIZED 12 MONTHS FOLLOWING EDATE.  
 (4) IN ACCORDANCE WITH CJCSM 3150.02, GAINING INSTALLATION UICIO IS  
 REQUIRED TO ENSURE THAT LOCATION DATA IS UPDATED IN SORTS PRIOR TO EDATE  
 OF MOVE.  
 (5) ENVIRONMENTAL DOCUMENTS ARE ON FILE AT GAINING INSTALLATION.  
 M. REASON FOR PCS: UNIT RELOCATES TO FORT GORDON, GEORGIA IAW HQDA  
 MSG, 301003Z JUL 97, DAMO-ZA, SUBJECT: DECISIONS AND DIRECTIVES CONCERNING  
 ARMY SUPPORT TO SOUTHCOM POST 1999.

Figure 5-9. Sample Movement Directive Request (in message format)



## **Chapter 6**

### **Base Realignment and Closure**

#### **6-1. General**

Base realignment and closure decisions are categorized in two distinct stationing actions.

*a. BRAC directed actions.* These are actions that are directed by BRAC Law. An example is the BRAC directed closure of Fort McClellan, AL. Not only was the closure of Fort McClellan directed, the relocation of the U.S. Army Military Police School and the U.S. Army Chemical School to Fort Leonard Wood, MO was also directed.

*b. BRAC discretionary actions.* These are the actions remaining after BRAC directed actions have been considered. Again, using Fort McClellan as an example, once the two schools were considered, all of the remaining units at Fort McClellan were addressed. The disposition of these units was at the discretion of the SA.

#### **6-2. BRAC directed actions**

*a.* With the exception of providing visibility of the directed move on the projected unit action list, no formal stationing actions are required by the DCSOPS. BRAC directed actions are orchestrated at the OACSIM BRAC office. Changes to unit information will be forwarded by the BRAC office to ensure the list is correct. If required, DAMO-FMP will publish a movement directive.

*b.* For the purposes of this regulation, when an installation is closed by direction of BRAC, the U.S. Army Garrison of the closing installation will be considered a directed action and no AR 5-10 action will be required.

#### **6-3. Base realignment and closure discretionary actions**

*a.* Base realignment and closure discretionary actions require a AR 5-10 decision package to be submitted to HQDA for approval.

*b.* All BRAC discretionary actions are forwarded for approval to the ASA(I&E) unless the approval authority is the SA or SECDEF as shown in table 3-1. USAR units residing on installations closing because of BRAC also require a AR 5-10 decision package to HQDA (DAMO-FMP) for approval by the ASA(I&E).

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 1–20**

Legislative Liaison (Cited in para 1-6*p*(1).)

###### **AR 200–2**

Environmental Effects of Army Actions (Cited in paras 1-6*f*(2), 2-4*a*, 3-9, and 5-5*a*.)

###### **AR 210–21**

Army Ranges and Training Land Program (Cited in paras 2-2*c* and 5-2*b*(10).)

###### **AR 380–5**

Department of the Army Information Security Program (Cited in para 5-6*b*(1).)

#### **Section II**

##### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

###### **AR 5–9**

Area Support Responsibilities

###### **AR 71–32**

Force Development and Documentation-Consolidated Policies

###### **AR 200–1**

Environmental Protection and Enhancement

###### **AR 215–3**

NAF and Related Activities Personnel Policies and Procedures

###### **AR 405–10**

Acquisition of Real Property and Interests Therein

###### **AR 405–80**

Management of Title and Granting Use of Real Property

###### **AR 600–8–11**

Reassignment

###### **DODD 6050.7**

Environmental Effects Abroad of Major Department of Defense Actions

###### **DODI 4000.19**

Interservice and Intragovernment Support

###### **General Order No. 10**

Assignment of Functions, Responsibilities, and Duties within the Army Secretariat dated 12 August 1997.

###### **NGR 10–1**

Organization and Federal Recognition of Army National Guard Units  
(National Guard regulations can be found at <http://www.ngbpdc.ngb.army.mil/arngfiles.asp>)

###### **Public Law 100–526**

Base Closure and Realignment Act (BRAC) of 1988  
(This public law can be found at <http://www.denix.osd.mil/denix/Public/Policy/BRAC/bcra.html>)

**Public Law 101-510**

1990 Amendment to the Base Closure and Realignment Act (BRAC) of 1988

(This public law can be found at <http://www.denix.osd.mil/denix/Public/Policy/BRAC/bcra.html>)

**U.S. Code, Title 32, Section 104 and 104(a)**

Units: location; organization; command

(U.S. Codes can be found at <http://www4.law.cornell.edu/uscode/>)

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms****DD Form 1144**

Support Agreement

## **Glossary**

### **Section I Abbreviations**

**ABC**

activity based costing

**ACSIM**

Assistant Chief of Staff for Installation Management

**ALRPS**

Army's Long Range Planning System

**AMC**

U.S. Army Materiel Command

**AMR**

Army management review

**AR**

Army regulation

**ARNG**

Army National Guard

**ARSTAF**

Army staff

**ASA(FM&C)**

Assistant Secretary of the Army for Financial Management and Comptroller

**ASA(I&E)**

Assistant Secretary of the Army for Installations and Environment

**ASA(M&RA)**

Assistant Secretary of the Army for Manpower and Reserve Affairs

**ASIP**

Army stationing and installation plan

**ASPP**

Army strategic planning process

**AV/BC**

audio visual/base communications

**BASOPS**

base operations

**BRAC**

base realignment and closure

**BRIM**

Base Reuse Instruction Manual

**CAR**

Chief, Army Reserve

**CCNUM**

Command and Control Number

**CDR**

commander

**CEAC**

U.S. Army Cost and Economic Analysis Center

**CERL**

U.S. Army Construction Engineering Research Laboratory

**CIA**

community impact analysis

**CNGB**

Chief, National Guard Bureau

**CONUS**

continental (48) United States

**CPA**

Chief, Public Affairs

**DCSINT**

Deputy Chief of Staff for Intelligence

**DCSLOG**

Deputy Chief of Staff for Logistics

**DCSOPS**

Deputy Chief of Staff for Operations and Plans

**DCSPER**

Deputy Chief of Staff for Personnel

**DCSPRO**

Deputy Chief of Staff for Programs

**DMR**

Defense management review

**DOD**

Department of Defense

**DODAAC**

Department of Defense Activity Address Code

**DODD**

Department of Defense Directive

**DODI**

Department of Defense Instruction

**DPAE**

Director of Program Analysis and Evaluation

**DSN**

Defense Switched Network

**E–date**

effective date

**EA**

environmental assessment

**EIFS**

economic impact forecast system

**EIS**

environmental impact statement

**FCG**

facility category group

**FNSI**

finding of no significant impact

**FORCES**

force and organization cost estimation system

**FORSCOM**

U.S. Army Forces Command

**FPS**

facility planning system

**FY**

fiscal year

**GC**

General Counsel

**HQDA**

Headquarters, Department of the Army

**HQRPLANS**

Headquarters real property planning and analysis system

**IFS**

integrated facilities system

**IMA**

information mission area

**IMC**

Information for Members of Congress

**INSCOM**

U.S. Army Intelligence and Security Command

**ISA**

Inter-Service Support Agreement

**ISR**

installation status report

**ITRO**

inter-Service training review organization

**LURS**

land use requirements study

**MACOM**

major Army command

**MCA**

military construction, Army

**MDW**

Military District of Washington

**MEDCOM**

U.S. Army Medical Command

**MILCON**

military construction

**MOA**

Memorandum of Agreement

**MOU**

Memorandum of Understanding

**MPA**

military personnel, Army

**MTMC**

U.S. Army Military Traffic Management Command

**MTOE**

modified table of organization and equipment

**NEPA**

National Environmental Policy Act

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**OACSIM**

Office of the Assistant Chief of Staff for Installation Management

**OCAR**

Office, Chief Army Reserve

**OCLL**

Office, Chief of Legislative Liaison

**OCONUS**

outside the continental (48) United States

**OCPA**

Office of the Chief, Public Affairs

**OMA**

operation and maintenance, Army

**OSD**

Office of the Secretary of Defense

**PCS**

permanent change of station

**PERSCOM**

U.S. Total Army Personnel Command

**PMAD**

Personnel Management Authorization Document

**POM**

program objective memorandum

**PPBES**

planning, programming, budgeting, and execution system

**Q&As**

questions and answers

**RC**

Reserve component; includes both the Army Reserve and the Army National Guard

**REC**

record of environmental consideration

**RIF**

reduction in force

**ROD**

record of decision

**SA**

Secretary of the Army

**SBC**

service based costing

**SECDEF**

Secretary of Defense

**SFA**

support facility annex

**SLOS**

standard levels of service

**SS**

stationing summary

**SSC**

standard service costing

**TAA**

Total Army Analysis

**TAADS**

The Army Authorization Documents System

**TAP**

The Army Plan



**TDA**

table of distribution and allowances

**TJAG**

The Judge Advocate General

**TOE**

table of organization and equipment

**TSG**

The Surgeon General

**TSP**

Troop Structure Program

**UIC**

unit identification code

**UM**

Unit measure

**USAR**

U.S. Army Reserve

**USARSO**

U.S. Army, South

**Section II****Terms****Army installation**

Land and improvements thereon under control of the Department of Army (DA) at a fixed location at which functions of the Army are or may be carried on and which has been established by directive of the DA or by an overseas command under delegated authority. Such land and improvements within a common boundary utilized as a post or camp, with functions such as airfield, cemetery, harbor or port generally will be designated as a single installation. For the purpose of inventory reporting, sub-installations and property at separate locations will be reported as an installation. This includes owned and leased properties.

**closure**

The process of transferring Active Army units, activities or organizations and placing facilities in an inactive status at an installation where the mission is being discontinued or transferred as a result of a realignment action. Closure may involve maintaining an installation in an inactive status. It may also involve disposal or transfer of land or improvements to another Federal agency or to state, local or private interests as specified by the Base Reuse Instruction Manual (BRIM).

**consolidation**

The combining of a number of separate activities located at different installations into activities at one or more installations.

**eliminations**

Manpower requirements and authorizations no longer recognized for a particular unit or organization and not established elsewhere.

**force component**

The personnel and equipment associated with a unit.

**installation component**

The facilities associated with supporting a unit.

**realignment**

Any action which—

- a.* Transfers, consolidates, or relocates to another installation or location all or portions of any function, manpower or personnel of any unit, MTOE or TDA activity or organization of the Active Army.
- b.* Entails inactivation or disestablishment of all or portions of any unit, MTOE or TDA activities or organizations of the Active Army.
- c.* Involves changes in the level of activity at an installation (for example, from active to semi-active or inactive status).
- d.* Activates or establishes any unit, MTOE, or TDA activity or organization of the Active Army.

**relocation**

- a.* Manpower space authorizations at a unit, activity or installation that are concurrently reassigned or transferred to another unit, activity or installation located outside the commuting area.
- b.* The permanent movement of a unit, MTOE, TDA or activity from its present site to a different location.

**reorganization**

A rearrangement of personnel and equipment within or among units, activities, or installations in accordance with the organizations and structures to develop a synchronized, affordable, supportable and executable mix of organizational capabilities that support the Defense and Army planning and joint operational and contingency plans.

**stationing**

Stationing is the process of combining force structure and installation structure at a specific location to satisfy a specific mission requirement. As such, it includes all forms of realignment or relocation and includes those actions that determine the authorized population (military and civilian) at a particular installation. Each stationing action is comprised of a force component and an installation component. The force component consists of the personnel (military and civilian) and equipment of an organization. The installation component deals with all the facilities required to support the unit. Both components must be considered as part of the stationing process. The desired end of this process is a force that is based in a manner that ensures effective and efficient mission accomplishment. The ways used to accomplish stationing include transfer, consolidation or relocation of a function, manpower or personnel; activation or inactivation; or reduction or increase of civilian personnel. The means to execute these actions are encompassed in the procedures used to manage directed actions (for example, those actions mandated by Congress, Base Realignment and Closure (BRAC), and discretionary actions resulting from Major Army Command (MACOM) requests, Department of the Army direction, or directed actions requiring additional actions not originally specified).

**Section III****Special Abbreviations and Terms**

There are no entries in this section.

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